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United States Department of Agriculture,

OFFICE OF THE SECRETARY,

WASHINGTON, D. C.

CIVIL-SERVICE REGULATIONS GOVERNING PROMOTIONS, ETC., IN THE UNITED STATES DEPARTMENT OF AGRICULTURE.

OFFICE OF U. S. CIVIL SERVICE COMMISSION,

Washington, D. C., January 13, 1909.

In pursuance of the requirements of section 7 of "An act to regulate and improve the civil service of the United States," approved January 16, 1883, and in conformity with Rule XI of the revision of the civil-service rules promulgated by the President on the 15th day of April, 1903, the following regulations governing promotions in the departmental service of the Department of Agriculture have been formulated by the Civil Service Commission after consultation with the Secretary of Agriculture, and are hereby promulgated:

REGULATION I.

SECTION 1. All vacancies above those in the lowest class of any grade not filled by reinstatement, transfer, or reduction shall be filled by promotion: *Provided*, That if there is no person eligible for promotion, or if the vacant position requires the exercise of technical or professional knowledge, it may be filled through certification by the Civil Service Commission.

SEC. 2. Except as provided in section 1 of this regulation, a vacancy in any class shall be filled by promotion of an eligible in the next lower class of the same bureau, division, or office.

REGULATION II.

SECTION 1. No person shall be promoted to any grade from which he is barred by the age limitations prescribed by the civil-service rules.

SEC. 2. No person whose record of efficiency is below 85 per cent of the possible maximum rating of his class or grade shall be eligible for promotion.

SEC. 3. No person occupying a position below the grade of clerk-copyist shall be promoted to that grade until he shall have been

employed two years in the departmental service and shall have passed, with an average percentage of 77 or over, the examination prescribed by the Commission.

REGULATION III.

SECTION 1. The chief clerk of each bureau, under the direction of the head thereof, shall keep a record of the efficiency of all employees under his supervision, and a similar record of employees not assigned to any bureau shall be kept by the chief clerk of the Department.

SEC. 2. The record of efficiency shall be kept on such forms as may be prescribed by the commission after consultation with the Secretary of Agriculture, and shall embrace the elements which are essential to a fair and accurate determination of the relative merits of employees.

SEC. 3. The efficiency reports made by the chiefs of the several bureaus, divisions, and offices of the Department of Agriculture respecting the value of the personal service in the Department of each person serving under them, and filed with the appointment clerk for the Secretary of Agriculture, shall be the basis of all promotions, demotions, and continuations on the rolls of the Department.

SEC. 4. The following shall be the form of efficiency report to be used in the Department of Agriculture:

EFFICIENCY REPORT.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., July 29, 1908.

To the CHIEFS OF BUREAUS, DIVISIONS, OFFICES, ETC.:

The chief of each bureau, independent division, or office, will report annually, on the 1st day of May, concerning the employees under his supervision as required by the form below, and he is expected to see that the ratings are made after due consideration of all the factors applicable to the individual case. Additional reports may be submitted by chiefs of bureaus if found necessary.

It should be borne in mind that in determining the relative efficiency of employees comparison will be made between those of the same grade or doing the same or similar kinds or grades of work. In determining the ratings, the degree of excellence adopted as the standard should not be an impossible one, but one which can be attained by a capable person, and the employee whose work fulfills the requirements of this standard should be given the maximum rating.

The ratings will be indicated by a mark (x) in the appropriate space and by such additional remarks as may be deemed desirable.

JAMES WILSON,
Secretary of Agriculture.

DEPARTMENT OF AGRICULTURE, *May 1, 190...*

Bureau of.....
Name of employee..... Station.....
Official designation..... Salary, \$.....

CHARACTER OF WORK.

Class 1: Administrative, executive, super- visory		Class 2: Scientific, technical, profes- sional	
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If the duties of employee place him in one or both of the preceding classes, indicate the relative degree in which the following requirements are involved:

	High.	Moderate.	Small.
Special ability, knowledge, training, experience.....			
Exercise of judgment, discrimination, discretion.....			
Original thought, consideration, investigation.....			
Responsibility.....			
Class 3: Clerical.....			
Class 5: Special occupations			
Class 4: Skilled trades			
Class 6: Skilled laborers, watchmen, mes- sengers			

If the employee is in one of the four groups last above named, indicate the grade of work.

Largely supervisory, or requiring highest order of ability, involving much original thought, consideration, and investigation.....	
More or less routine, involving responsibility, special ability, and original thought, consideration, and investigation.....	
Routine, requiring but little original thought or consideration, but requiring judgment, responsibility, and special skill.....	
Simple or routine work, requiring care, accuracy, and skill.....	

If the work performed is that of an unskilled laborer, janitor, charwoman, indicate it here.....	
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Describe the work of the employee under consideration in sufficient detail to enable a reviewing officer to compare it with that of others.

QUALITY OF WORK.

		Degrees of efficiency and relative value of terms.				
		Excellent, 96-100.	Very good, 91-95.	Good, 85-90.	Fair, 70-84.	Poor, un- der 70.
a b 1	Personality—ability to represent the bureau creditably in its intercourse with other offices and the public					
a 2	Scientific, technical, professional, or general ability and experience; ability to develop and direct lines of work; ability to obtain, interpret, and present results.....					
3	Capacity for administrative, executive, or supervisory duties					
4	Capacity to perceive, devise methods, adapt means to ends, adopt suggestions, execute directions					
5	Loyalty; conscientiousness; accuracy and reliability; extent to which the judgment, discernment, or decisions of the employee or the work done can be depended upon: promptness in carrying out instructions or in attending to routine work; willingness to take up new work or to do extra work; appearance of work done.....					

a To be considered only in connection with classes 1 and 2, under "Character of work."

b To be considered only in connection with such of the employees included in classes 1 and 2 as may be occupying positions where the qualities mentioned are important.

REMARKS:

QUANTITY OF WORK.

In rating on quantity of work consider industry, speed, attentiveness, energy, application, perseverance, amount of mental or manual labor required to produce results, or of time where that is the principal element.

	Terms of measurement and relative value.				
	Very large, 96-100.	Large, 91-95.	Average, 85-90.	Small, 70-84.	Very small, below 70.
Rating					

REMARKS:

ATTENDANCE AND DEPARTMENT.

	Degrees of satisfaction.		
	Very satis- factory.	Satisfac- tory.	Unsatisfac- tory.
<i>Attendance.</i> —Consider punctuality; whether employee habitu- ally takes excessive amount of sick leave or leave without pay; absence during official hours from desk or place of duty to detriment of work; absence without prior permission or prompt notification with reason therefor; overtime.....			
<i>Department.</i> —Consider general demeanor and habits; disregard of or violation of rules and instructions; courtesy in official relations and personal intercourse with coworkers; interfer- ence with or annoyance to other employees; insubordination; inattention, negligence, indifference			

If the attendance or department has been unsatisfactory, state in what particular. If the employee has been admonished with regard to it, without improvement, so state.

REMARKS:

	Excellent, 96-100.	Very good, 91-95.	Good, 85-90.	Fair, 70-84.	Poor, under 70.
Considering the quality of work done by this employee and his record for attend- ance and department, indicate how you would rate the value of his services—that is, his general efficiency.....					

If you think this employee should be advanced or reduced in grade or salary, state to what grade or salary and give reasons.

Approved. _____, Chief of Bureau.
(Initials of marking officer) _____.

SEC. 5. An examination into the relative efficiency of employees, as shown by the efficiency record hereinbefore provided for, and such further tests as the Commission may deem necessary, shall constitute an examination for promotion from one class to another class. No person, except as herein provided, shall be eligible for promotion until he shall have passed such an examination.

SEC. 6. Examinations for promotion from one grade to another grade shall be conducted by the Commission.

SEC. 7. Efficiency-report blanks shall be supplied to the chiefs of bureaus, divisions, and offices by the appointment clerk for the Secretary of Agriculture before the termination of the month of March each year, and may be submitted by chiefs of bureaus, etc., or called for at such other times as the interests of the Department seem to require.

JOHN C. BLACK,
President United States Civil Service Commission.

JAMES WILSON,
Secretary of Agriculture.

Approved January 13, 1909.